



# Iowa Department of Human Services

Terry E. Branstad  
Governor

Kim Reynolds  
Lt. Governor

Charles M. Palmer  
Director

April 14, 2015

LaTasha Johnson  
1604 Carpenter Ave  
Des Moines, IA 50314

Dear Child Care Provider,

This letter is in regards to the April 2, 2015 compliance check of your Level A, Registered Child Development Home. Iowa Code Chapter 237A and 441 Iowa Administrative Code, Chapter 110, describes specific requirements that must be met by a Registered Child Development Home. The following areas were out of compliance at the time of my visit:

☐ 110.5(1) Conditions in the home are safe, sanitary, and free of hazards.

*Prior to completing the spot check on April 2, 2015, I made an attempt to visit you on March 13, 2015, at which time you were not home. An unknown individual, who you reported is your cousin, answered the door on that day and was home with children present. You reported that you did have daycare children on that day. Please note that registered childcare homes are a business and are not permitted to have unapproved people around daycare children for any reason. If it is your intention that this individual will need to be at your home for any reason during daycare hours you will need to contact registration at 1-866-448-4605 to begin the process of getting this person approved. They have to be finger printed and pass a background check before they can be in the home. Please be sure that this individual, and any others that may be in the home with the children, is pre approved before allowing them into your home.*

☐ 110.5(1)b All medicines and poisonous, toxic, or otherwise unsafe materials are secured from access by a child.

*Please move your cleaning supplies in your kitchen to a higher location so children cannot get into them. You could also install a child safety device on the cabinet to prevent children from having access. Child safety devices can be purchased at any Wal-Mart, Target, Babies R Us, etc.*

☐ 110.5(1)k Fire and tornado drills are practiced monthly and documentation kept.

*Please be sure you are practicing the drills monthly and documenting our efforts. Its important that the children know what to do in the event of a true emergency. I have provided you with a packet of forms to assist you in being organized. There is a sheet located on page 7 of that packet to help you keep track of your drills and testing smoke detectors. Please hang this on your refrigerator or another easily noticed location as a reminder to practice. You should make copies of any documents in this packet that you will need duplicates of in the future.*

☐ 110.5(1)n Each smoke detector is tested monthly, and a record is kept for inspection purposes.

☐ 110.5(1)o Smoking and the use of tobacco products is prohibited at all times in the home and vehicles used to transport children. Smoking and use of tobacco products prohibited in outdoor play area during hours of operation.

***You reported that no one living in your home smokes. When I inspected your basement area it was evident that someone had recently been smoking down there as the area smelled strongly of cigarette smoke. You reported that your cousin sometimes come to your home to do laundry and she must have been smoking in the basement. You indicated you have talked to her about this and will mention it again. If this problem continues, your cousin will not be able to be in your home as this is a violation of daycare business policy. There is no smoking inside the home under any circumstance whether the area is used for childcare or not and whether the children are present or not.***

☐ 110.5(2) A provider file is maintained and contains:

☐ 110.5(2)a A physician's signed statement of health and immunization status on the provider and all members of the household who may be present when children are in the home. Statements must be obtained at the time of initial registration and updated every two years.

***Please obtain an updated physical using the packet pages 24 and 25. You will need to take this form to your doctor for completion; it does require a TB test. Any adults living in the household will need a physical completed on this form every 3 years.***

☐ 110.5(2)b During the first year of registration – 12 hours of approved training. At least six hours shall be in a group setting. Two of the twelve hours must be health and safety training. A specific training shall not be used to meet requirements more than one time every five years.

***You reported that you have taken the food program training and are currently signed up for other training opportunities. Please be in contact with Child Care Resource and Referral (CCRR) at 515-246-3560 for assistance locating classes. You can also do some course work online for a fee. Some of those classes are listed on page 11 of the packet.***

☐ 110.5(2)b During the second year of registration and each succeeding year, twelve hours of approved training. At least six hours shall be in a group setting. If the provider has documentation of completing the ChildNet, PITC, or Beyond Business Basics series, these hours may be used to fulfill two year's training requirements, not including first aid and mandatory reporter training. A specific training shall not be used to meet requirements more than one time every five years.

***Contact CCRR. Please make sure to keep up on your hours throughout your two year registration cycle so you are not coming up short when it is time to renew your registration.***

☐ 110.5(8) Children's Files

☐ 110.5(8) An individual file is maintained for each child and updated annually or when there are changes. Each file contains:

***Please use the packet of forms left with you at the time of the spot check accordingly to help you organize the daycare children's files/paperwork. I would suggest updating and organizing these files on an annual basis. Good times to do this are the child's birthday and when school is resuming/starting. It is also required to have all daycare children's paperwork current and on file before care begins. In the future, when new children are accepted, please make sure this is your practice. You can hold interviews with the potential family and require that paperwork also be done at that time.***

☐ 110.5(8)a Identifying information including, at a minimum, the child's name, birth date, parent's name, address, telephone number, special needs of the child and the parent's work address and telephone number.

***Please refer to pages 1 and 2 of the packet.***

☐ 110.5(8)b Emergency information including where the parent can be reached, the name, street address, city and telephone of the child's regular doctor, and the name number, telephone number, and relationship to the child of another adult available in case of emergency.

***Please refer to pages 1 and 2 of the packet.***

☐ 110.5(8)c A signed medical consent from the parent authorizing emergency treatment.

***See page 3 of the packet.***

☐ 110.5(8)d For infants and preschoolers: An admission physical examination, on the first day of attendance, including past health history, status of present health, allergies and restrictive conditions, and recommendations for continued care when necessary. The date of the exam is not more than 12 months before the child's first day of attendance.

***Request from parents.***

☐ 110.5(8)d For school-aged children: On the first day of attendance, a statement of health status signed by the parent or legal guardian.

***Request from parent. You can use page 4 of the packet to assist parents or the parent can provide whatever documentation their child's doctor provides.***

☐ 110.5(8)e For infants and preschoolers: A statement of health signed by a physician submitted annually.

***Request from parent. You can use page 4 of the packet to assist parents or the parent can provide whatever documentation their child's doctor provides.***

- ☐ 110.5(8)e For school aged children: An annual statement of health condition signed by the parent or legal guardian, annually from date of admission physical.

***Request from parent.***

- ☐ 110.5(8)f A list signed by the parent which names persons authorized to pick up the child, their telephone number, and relationship to the child.

***See page 1 of the packet.***

- ☐ 110.5(8)g A signed and dated immunization certificate provided by the state department of public health.

***Request from parent.***

- ☐ 110.5(8)h For each school-age child, record of a physical exam completed at the time of school enrollment or since.

***Request from parent.***

- ☐ 110.5(8)i Written permission from the parent(s) for their child to attend activities away from the child development home. It must include times of arrival and departure, destination, and person(s) responsible for the child.

- ☐ 110.5(8)j Injury report forms to document injuries requiring first aid or medical care.

***See form on packet page 5.***

- ☐ 110.8(1) SPECIFIC REQUIREMENTS FOR CHILD DEVELOPMENT HOME CATEGORY "A"

- ☐ 110.8(2) Has three written references which attest to character and ability to provide child care.

***Please be sure to obtain and keep copies of all written references in your provider file. If you send them to registration without making copies you are unlikely to see those documents again.***

Non-compliance with any of the mandated regulatory requirements listed above may lead to the cancellation or revocation of your Child Development Home Registration. **Please take whatever steps are necessary to completely address each of the violations noted above. It is essential you correct all above-mentioned violations within the next 45 days.**

- ☐ Based on the items out of compliance listed above, you will be required to have a recheck or follow up visit to your home. This visit will occur after the 45 day time period has elapsed.

x ☐ Based on the items out of compliance listed above, a recheck or follow up visit to your home is **NOT** necessary. However, it is essential you provide documentation to the Department that certifies you have corrected each of the identified regulatory violations and are now in complete compliance with all Departmental regulatory mandates. **Please check mark each of the boxes listed above when the necessary corrections have been completed. By doing so, you certify that you have completed all of the mandated regulatory requirements contained within each identified section.**

**I certify that I have taken all of the steps necessary to correct each of the identified violations noted above and am now in complete compliance with all of the Departmental mandated regulatory rules.**

**Please sign and date below, and return this form in the provided envelope by: May 29, 2015.**

X \_\_\_\_\_  
Signature Date

Please do not hesitate to contact me at DHS at 515-993-1742 or [mcrawfo@dhs.state.ia.us](mailto:mcrawfo@dhs.state.ia.us) if you have any questions regarding this letter.

Sincerely,

*Melissa Crawford*  
Melissa Crawford  
Social Worker II

*C. Mark Chappelle*  
Social Work Supervisor

Always Remember:

Child Care Resource and Referral is an excellent resource for providers to access training options and support in your area. You can reach Child Care Resource and Referral at 1-800-722-7619.

As you plan your future trainings to meet your 24 hours of training requirement, please remember that you need to use only DHS approved training and only 12 hours can be by self-study. You can access the approved training by going to [http://www.dhs.state.ia.us/Consumers/Child\\_Care/Professional\\_Development.html](http://www.dhs.state.ia.us/Consumers/Child_Care/Professional_Development.html) and you can sign up for training at <https://ccmis.dhs.state.ia.us/trainingregistry/>

All providers need to maintain compliance with rules set out in Iowa Administrative Code, Chapter 110, which includes: 441 IAC 110.5(1): Check with the appropriate authorities to determine how the following local, state, or federal laws apply to you: • Zoning code • Building code • Fire code • Business license • State and federal income tax • Unemployment insurance • Worker's Compensation • Minimum wage and hour requirements • OSHA • Americans with Disabilities Act (ADA).